

FINELINE

August 2005

A Division of Finance monthly communication service

Payroll Is On the Road to Another System Upgrade

Most of us already know that FINET, the State's accounting system, is currently in the middle of a major upgrade that will change how everything looks and works. However, did you know that the Division of Finance is also undertaking an upgrade to the SAP Payroll System?

The SAP upgrade will affect only the system inner-workings and will be similar to replacing the engine, transmission, and suspension on your vehicle without touching the sheet metal. It is a technical upgrade to the core process and

will Web-enable the whole system. There are no plans at this time to use this function, but we want to keep current with system upgrades to ensure we will be able to obtain maintenance for the system. Although the upgrade will not produce any visible differences for users, it will actually enhance the functionality of ESS (Employee Self Service).

On The Road Again

A project currently underway to upgrade the Payroll System will enhance the functionality of Employee Self Service (ESS).

Here Is the Project Time Line

Finance's Payroll group is currently in the Project Prep stage of development. We are looking at exactly what is involved in the upgrade and determining whether we have the resources to do the work.

August is the target date to start the project. All of the payroll information will be loaded into the new system, which will then run parallel with the current version until the new system is tested and ready to "go live."

Payroll believes three or four months should be enough time to do the testing, work out the problems, and put the upgrade on-line. It is likely that the upgrade will take place and most of us will never even notice. However, the more than 16,000 ESS users will all eventually benefit from the resulting enhancements. ❖

Check FINET Implementation Web Site for Project Status

Remember to check the FINET Implementation Project Web site for the latest information regarding our upgrade to a totally new version of the accounting software we use for FINET.

The site will be updated August 1 with new information on the Welcome page and on the Conversion, Interfaces, and Learning Center pages. You can access the Implementation Project Web site at <http://efinance.utah.gov/advfin>. ❖



CAFR, Fiscal Focus Earn Awards

Two State of Utah publications have been recognized by the Government Finance Officers Association (GFOA) for excellence.

One award went to the Comprehensive Annual Financial Report (CAFR) for fiscal year 2004, which received the Certificate of Achievement for Excellence in Financial Reporting. This is the twentieth year in a row the State has received this award.

Awards

The GFOA established the certificate program to recognize and encourage excellence in financial reporting by state and local governments. According to GFOA, this is “the highest form of recognition in the area of governmental accounting and reporting, and its attainment represents a significant accomplishment by a government and its management.”

The second award, for Outstanding Achievement in Popular Annual Financial Reporting, went to the *Fiscal Focus* for fiscal year 2004. This publication is distributed to provide the citizens of Utah with a condensed overview of the State’s financial condition. This is fifth year the State has submitted the *Fiscal Focus* for review and the fifth year it has received this prestigious award.

Thanks to all of the budget and accounting officers and public information officers who helped to make these achievements possible. Both publications are available on our Web site at www.finance.utah.gov/reports. ❖

Selected Fiscal Yearend Closeout Dates

**See the calendars distributed at the June 20 Budget and Accounting Officers meeting for a complete list of fiscal yearend closeout dates. The calendar is available on the Division of Finance Web site at www.finance.utah.gov/publications/bameetings.htm.*

- Aug. 1** Cutoff for July OLD #2 FINET monthend reports.
- Aug. 1** Process all OLD year inter-agency IATs by this date (notify buyer agency’s main budget officer).
- Aug. 1** Finance runs purchase order roll or lapse job (EPNY). Default is *No Action*.
- Aug. 2** Final calculation of dedicated credits lapsing amounts.
- Aug. 2** Finance distributes July OLD #2.
- Aug. 2** Finance distributes Closing Schedule #2, including non-budgeted line items.
- Aug. 5** Last day to process OLD year payment vouchers on-line in FINET. After this date all OLD year payments must be paid NEW year and accrued on an accrued expenditure form.
- Aug. 5** Last day to enter OLD year petty cash reimbursements.
- Aug. 12** Final cutoff for all OLD year documents entered by agencies into FINET.
- Aug. 12** Closing schedules due back. ❖



FINET Schedule Changes for Fiscal Yearend

The normal schedule for FINET is to be open Monday through Friday and to run a cycle each Monday, Wednesday, and Friday night. We will open FINET on Saturdays during the closeout period (except for the Saturdays when we run a monthend).

Schedule

Listed below are the exceptions to the normal FINET schedule through September 2.

- Aug. 1 – **Open** July Old #2 after cycle
- Aug. 2 – **Open** Extra Tuesday cycle
- Aug. 4 – **Open** Extra Thursday cycle
- Aug. 5 – **Open** July Monthend
- Aug. 6 – **Closed** Saturday Monthend
- Aug. 9 – **Open** Extra Tuesday cycle
- Aug. 11 – **Open** Extra Thursday cycle
- Aug. 12 – **Open** July Old #3 after cycle
- Sept. 2 – **Open** August FY 06 Monthend ❖

Frequently Asked Questions from FINET Help Desk

Q My agency makes changes to the P-Card PV3 that is put out on SUSF for us. What do we do if we want part of it to go into a different fiscal year than it came in? I was thinking I could just remove some money from the original PV3, create a new PV3 in a different fiscal year, and put the difference there.



A Creating a new PV3 is not the answer. Make whatever changes are needed within the PV3 to make coding corrections. If part of the money belongs in a different fiscal year, enter that amount in a yearend reversing accrued expenditure IAT.

Follow the instructions distributed at the Budget and Accounting Officers’ meeting. If you don’t have those instructions, you can access a PDF version of the *Detailed Closing Instructions and Examples* on the Finance Web site at www.finance.utah.gov/files/june05closinginstructions.pdf.

All IATs must be completed and processed in FINET prior to the final old year document cutoff date of August 12. ❖

Contact the Division of Finance

Division Receptionist	Disbursements	FINET Help Desk
801-538-3082	801-538-3200	801-538-9690
Financial Reporting	Payroll	Data Warehouse
801-537-9081	801-538-3056	801-538-3530

August Training Calendar

Payroll Training

Computer-based training on the Payroll System is available on the Division of Finance Web site at www.finance.utah.gov/training/courses.htm.

Click on the course names below to view the course descriptions or to access the on-line courses.

FINET Classroom Training

Aug. 23 [Internal Transactions Lab](#); 8:30 – 11:30 a.m.

Aug. 23 [Fixed Assets Lab](#); 1 – 4 p.m.

Aug. 24 [Purchasing Lab](#); 8:30 – 11:30 a.m.

Aug. 24 [Disbursing Lab](#); 1 – 4 p.m.



FINET On-Line Courses

[FINET System Navigation](#), [FINET Overview](#), [Employee Reimbursements](#), [Purchasing and Disbursing](#), [Cost Accounting](#), [Grant Accounting](#), [Revenues and Receivables](#), [Internal Transactions](#), and [Fixed Assets](#)



Call to Add Your Name to Waiting List for These Classes

[Budget Control](#), [Grant Accounting Lab](#), [Project Accounting](#), [FINET Inventory](#), and [On-line Inquiries](#)

FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

Reservations

To reserve your spot in any class offered this month or to add your name to our waiting list for classes not offered this month, call 801-538-3082. We will notify you when the class is scheduled. If you make reservations and cannot attend, please notify us as soon as possible so we can make your spot available to someone else.



Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses and link to on-line courses at:
www.finance.utah.gov/training/courses.htm.